



## **TEMPORARY USE APPLICATION**

**Office of the City Planner  
200 E. Court St., Suite 410  
Kankakee, IL 60901  
P: 815-436-9485**

### ***Temporary Use Regulations:***

**Temporary Use.** A use established for a limited duration with the intent to discontinue such use upon the expiration of the time period, and which does not involve the construction or alteration of any permanent building or structure.

**4.01 F. Temporary Use Permits.** Accessory uses, buildings, and/or structures shall not be established prior to the establishment of the principal use of the zoning lot on which it is located. The Director of the Kankakee Fire Department - Code Enforcement Division, may issue temporary use permits for accessory buildings, and/or structures, or portions thereof, truck trailers, and/or mobile units, subject to the following requirements:

- (1) Said permit is required for the temporary commercial use of said buildings, vehicles, and/or trailers to provide office facilities, accessory to the temporary commercial use of a zoning lot.
- (2) Said permit is required for the temporary commercial use of said buildings, vehicles, and/or trailers as portable offices, or as a temporary storage facility, during ongoing construction activity; said office and/or storage facility shall be located on the lot being developed, or, on a contiguous zoning lot.
- (3) Said permit is required for the temporary commercial or industrial use of truck trailers, used as a temporary storage facility, for material and equipment, determined by the Kankakee Fire Department - Code Enforcement Division to be accessory to the principal use of said zoning lot; the use of said trailers shall be restricted to the same zoning lot on which said principal use is being conducted.

Temporary use permits shall remain valid for a period not to exceed twelve (12) months from the date of issuance. Extensions, in increments of six (6) months, may be granted by the Director of the Kankakee Fire Department - Code Enforcement Division, should circumstances warrant, upon written request by the owners of record for the subject property.

### ***Application Form:***

#### ***Subject Property Information:***

**Property Address:**

**Zoning:**

**Ten-Digit Tax Parcel Identification Number(s):**

<b><i>Applicant Information:</i></b>	
<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>
<b><i>Owner Information (If different from applicant):</i></b>	
<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>
<b><i>Note:</i></b> Attach letter or affidavit from property owner if different from applicant/agent	
<b><i>For All Requests:</i></b>	
<b>Proposed Temporary Use:</b>	
<b>Timeframe:</b>	
<b>Please attach a site plan or air photo showing location of proposed temporary use.</b>	
<b>Additional information or comments (optional):</b>	
<b>Printed Name:</b>	<b>Date:</b>
<p>I hereby certify that I am, or represent, the legal owner of the property described above and do hereby submit this request to the Planning Director of the City of Kankakee, Illinois for consideration.</p> <p><b>Signature:</b></p>	